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EVALUATION OF PERFORMANCE

The Office of Training is directed by the regulation establishing this course to evaluate the performance of individual trainees. This is done by grading the projects and exercises on the scale: Superior, Excellent, Satisfactory, Poor, and Failure, corresponding to the familiar academic grades A, B, C, D, and F, but which are interpreted in the light of course objectives as follows:

SUPERIOR: The student demonstrated outstanding ability or proficiency in meeting this course goal or objective; he indicated an unusually thorough knowledge of the material presented, or, if skills are involved, he demonstrated that he is one of the most effective individuals in this area.

EXCELLENT: The student showed unusual competence, skill, or ability in meeting this objective or goal; he demonstrated a thorough grasp of the presented material, or, if skills are involved, he demonstrated that he can perform in an extremely effective manner in this area.

SATISFACTORY: The student met this objective in a competent and adequate manner; he demonstrated a good understanding and grasp of the information presented, or, if skills are involved, he demonstrated sufficient competence to operate effectively in this area.

POOR: Although the student may have met some of the standards set for minimum achievement of this course goal or objective, he demonstrated serious gaps in knowledge or sufficient lack of skill to be of doubtful competence.

FAILURE: The student was unable to grasp the concepts or information presented, or demonstrated that he had not acquired the necessary information and skills to operate at even minimum capacity in this area.

Written exercises are graded independently by at least two members of the instructional staff on the basis of how well the student has satisfied the requirements of selectivity, organization, accuracy to original, brevity and clarity of style. Oral briefings are evaluated through the use of written critique sheets and oral observations following each presentation. A composite grade is given for the oral briefings. In the evaluation of the research problem the grade entered reflects intelligence focus, exploitation of sources, and general effectiveness of written and oral presentation. All graded written work is returned to the student and discussed in a general class critique or in conference with the individual student.

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The final evaluation reports are carefully prepared by the members of the School Staff with the advice of the Assessment and Evaluation Staff of the Office of Training. They are distributed to the Training Liaison Officers of the Offices to which you are assigned. The reports include information about your GS grade, age, length of experience in the Agency, and job assignment, and a covering note advises officers receiving evaluation reports to consider these factors in connection with the relative standing of trainees. The instructional staff also comments, as appropriate, on habits, characteristics, strengths, weaknesses, or anything that may have influenced the student's performance in the course. The Offices of the Agency can obtain assistance in interpreting the evaluation reports from the Assessment and Evaluation Staff. The importance to be attached to the evaluation reports is a matter for the Offices to which trainees are assigned to determine.

The Staff of the Intelligence School desires that this period of training be helpful to you and to the Office in which you are placed. The curriculum of the course reflects the subjects which a majority of the Offices of the Agency would like to have included for their new professional employees. For some of you, there will be topics which you know about from educational background or from experience. We believe the review, or the contribution you can make to the discussion of these topics, will be useful. The value which this course will have for you, in terms of quicker adjustment to your job, of knowledge of the aims, organization, and methods of intelligence work, and of some of the major problems facing intelligence in the current world situation, will depend in large part upon the extent of your participation in the course. The School Staff is ready to assist you in becoming a more valuable member of CIA.

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